

Recovery Plan Monitoring Committee

Minutes

Meeting reference: RPMC 2025-26/01

Date and time: Monday 22 September 2025

Location: Online

Members present: Deirdre Joy, Chair
David Macluskey, Board Member
Ian Robotham, Board Member
Chris Whatley, Board Member
Catherine Etri, Interim Principal
Richard Fyfe, Staff Board Member
Andi Garrity, Student Board Member
Ronnie Dewar, Trade Union Board Member

In attendance: Lynn Murray, Depute Principal (Operations)
Kirsty Campbell, Risk & Project Officer
Ian McCartney, Clerk to the Board of Management

Apologies: Fiona Cameron, Interim Director of Finance

Chair: Deirdre Joy
Minute Taker: Ian McCartney
Quorum: 5

Minutes

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting and noted that apologies had been received from the Interim Director of Finance.</p>	
2.	<p>Additions to the Agenda</p> <p>Committee to discuss Reporting Protocols (to be recorded as Item 6).</p>	
3.	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
4.	<p>Initial Discussion re Purpose & Scope of Meeting</p> <p>As this was the inaugural meeting of the Committee, Chair outlined proposals to assist in clarifying the purpose and scope of the Committee.</p> <p>Following discussion, Committee AGREED that the primary function was to provide the Board with timely assurance around the delivery of the FRP through constructive challenge, with the 3 Recovery Themes being the key focus while maintaining an overview on wider proposals</p> <p>Committee were advised that notification of formal approval of the FRP had not yet been received from the Regional Strategic Body, and there was some confusion over whether the FRP had yet been shared, or required to be shared, with SFC. This means an approved FRP has not yet been shared with PLG and other data owners.</p>	
5.	<p>Recovery Plan Dashboard</p> <p>Depute Principal (Operations) presented Paper 1, which provided an outline schematic of how the Recovery Plan Dashboard was proposed to be presented, with additional detail provided in the background to support this data. Committee feedback was sought on how much detail would be required on the Dashboard.</p> <p>Following discussion, Committee AGREED that regular RAG dashboard updates should be provided supported by brief narratives from data owners, however operational documents such as Dashboard and Implementation Plan should be stored on the shared Committee Teams page to allow confidential commentary on updates.</p>	

6.	<p>Committee Reporting Protocols</p> <p>Committee noted the quick turnaround times between meetings and discussed most effective methodologies for reporting to Board when multiple meeting may take place with the same Board Cycle.</p> <p>Committee AGREED to report to Board by exception, with a quarterly summary report provided to support formal Board Meetings.</p> <p>Committee were also reminded that powers had been devolved from Board re calling a short-notice Board of Management meeting should any red flag issues be raised. Celebrating success should also be factored in to reporting mechanism.</p>	
7.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Tuesday 28 October 2025 (amended from original date) 	
8.	<p>Review of Meeting</p> <p>Committee agreed that meeting had been conducted in line with the Terms of Reference</p>	

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Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open ☒ Closed ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 2018? **Yes ☐ No ☒**